



Yellowstone County Clerk of Court

OCTOBER 30, 2015

VOLUME 2, NUMBER 2

Happy Autumn from the Clerk of Court Office!



I absolutely love this time of year. The colors are spectacular and the crisp autumn air reminds you that the holidays are just around the corner. It also gives you the opportunity to reflect on the past year. Actually I have been reflecting on all the changes that we have made in the last 3 years. In 2013, we changed the way we process documents which allowed us to bring our filing from 1-2 weeks out to 3-4 days out. This helped us manage and keep the files much more secure. We began taking credit cards rather than cash only. We changed an old policy and began allowing attorneys to make their own copies for certifying, helping them to decrease their filing costs. *(Please see the Attorneys corner for more information on this.)* We began cross-training staff to learn additional duties. In 2014, we created 2 full time staff positions to meet the ever growing increase in volume of case filing. We continued to work toward cross-training more staff. We made small changes such as providing a call routing tree and specified general email addresses to attempt to make calls and requests more efficient. This year, 2015, we have implemented a new online scheduling program for marriage license and we continue to cross-train our staff. In addition to these changes and others, that are too numerous to mention, our office atmosphere has taken on a more friendly appeal and the team is like family. For the first time since my administration, I have one of the strongest teams I have ever seen in the Clerk of Court office. The team work is phenomenal and the camaraderie is amazing. At any given time you can hear laughter filling the air. I have received many complements regarding the professionalism and friendliness in our office. Those compliments are what drive me and my staff to give you our very best.

Kristie Lee Boelter



Welcome

Standing Master Jay
Porteen

Thank you to the
Deputy Clerks
for making this a
fabulous 2015!

I WOULD LIKE TO HEAR FROM YOU!

For comments,
please email me
by clicking here



ATTORNEYS CORNER

Wills on Deposit. In response to numerous requests, starting January 2, 2016, the Yellowstone County Clerk of District Court office will begin taking Last Will and Testaments on deposit. There will be no charge for this service.



Filing documents by email or fax. The Clerk of Court cannot accept filings without the appropriate payment at time of service. When filing documents by email or fax, and a fee is involved, please contact our office and we would be happy to apply that charge to your credit card. If you are emailing your documents please be sure to use the filing email of DC-casefiling@co.yellowstone.mt.gov

Certification of Court Documents. After visiting with the chief judge's office, I have confirmed that we may also certify copies of the documents signed by the judges without their original signature but with a stamp. Please realize that not all agencies will accept a "name stamped" copy and may request a certified copy of the original signature.

Friendly Reminder. We have been receiving a large amount of documents to file in open cases that have either no judge and/or no case number in the title. With the large volume of documents we process each day, it can be quite time consuming to have to look this information up when we receive a number of these. Please make sure you include the judge's name and the case number in all documents when filing in an open case.

Clerk of Court
begins filing
Wills on Deposit
in 2016

Clerk's Office Email
Reference Guide:

Jury Duty



Record Searches



Case Filings



Fines and Fees



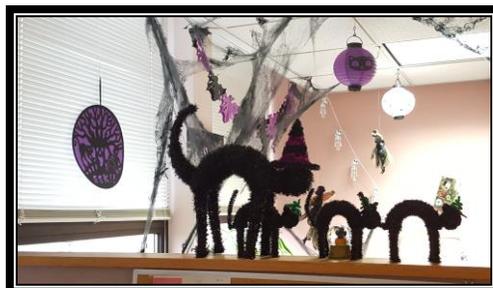
General Questions



Yellowstone County Quick Fact

- H.M. "Muggins" Taylor, a Coulson Deputy Sheriff nicknamed for his favorite card game, brought the news of General George Custer's defeat at the Battle of Little Bighorn to Fort Ellis, the nearest town with a telegraph. His is the most famous grave in Billings' Boothill Cemetery, named "Boothill" because many of the people buried there died still wearing their boots.

HALLOWEEN AT THE CLERK'S OFFICE!



Clerks Team

Supervisors	Main Responsibilities
<i>Robyn Schierholt</i>	Training management
<i>Victoria Trudeau</i>	Personnel/courtroom management
Deputy Clerk	Main Responsibilities
<i>Andrea Balestri</i>	DN/Criminal Files (Fagg)
<i>Heather Britton</i>	Courtroom/Civil Files (Knisely)
<i>Darryll Broadbrooks</i>	Counter/Civil Files (Moses)
<i>Rich Buchaklian</i>	DN and Criminal Files (Gustafson)
<i>Wendy Eaton</i>	Criminal Courtroom/Criminal Files (Souza)
<i>Audrey Degele</i>	Criminal Judgments/Criminal Files (Knisely)
<i>Kristin Goers</i>	Bookkeeper/Payroll Technician/Back up Jury
<i>Beckie Hert</i>	Civil filing/Counter
<i>Dana Hilario</i>	File clerk (Civil and Criminal)
<i>Mikelle Joki</i>	Courtroom/Criminal Files (Moses)
<i>Susan Jones</i>	Courtroom/ Criminal Files (Todd)
<i>Lorae Miranda</i>	Courtroom/Civil Files (Fagg)
<i>Kim Paxinos</i>	Counter/Civil Files (Todd)
<i>Kathy Petersen</i>	DN/Civil Files (Souza) Counter/Back up Jury
<i>Marilyn Reed</i>	Counter/Probate/Guardian/Conservatorships
<i>Edward "Jed" Robey</i>	Marriage License/Research
<i>Jim Symonds</i>	Courtroom Civil/Files (Gustafson)
<i>Bernie Wahl</i>	Jury Clerk